
C. DETERMINING UNIT OF CARE AUTHORIZED FOR LICENSED CARE PROVIDERS

CLARIFYING INFORMATION

1. "Unit of Care" refers to the type of care authorized. This includes "**half-day**" or "**full-day**" licensed care. It also refers to the actual number of units authorized (1-30).
2. Payment to a licensed provider is authorized at the full-day or half-day rate based on the best estimate of the required monthly number of child care hours. Work and/or school or training schedules, wage stubs, etc., may be included when determining this estimate.
3. Child care is allowed for the actual hours the consumer is working and/or in an approved training course, study time, and travel to and from the work or school site. In addition, if a parent works the 'grave-yard' shift, sleep time is allowed when there is no other parent available.
4. All providers are required to maintain attendance records that document the actual times and hours a child is in care.
5. The number of monthly hours determines the type of unit (half days or full-days) to authorize. The type of unit is determined as follows:
 - a. 001 - 109 hours per month - half-day care;
 - b. 110 - 220 hours per month - full-day care.
6. Half-Day Care:
 - a. Authorize 22 half-day units for children who consistently need five days of care per week and the number of hours per month are between 1 - 109.
 - b. The maximum number of half-day units that can be authorized is 30. Most school-age children in half-day care (before and after school) require 30 units to cover school closure days when a full-day of care may be needed.
 - c. Two half-day units may be combined to cover one full-day of child care (i.e., school closure days).

- d. The provider can bill up to five absence days a month only if 22 or more half-days are authorized.
- e. Authorize less than 22 half-day units per month for children who consistently need less than five days per week but still need between 1 - 109 hours of care per month.

EXAMPLE

Rick requires a total of 78 hours of care per month including travel time (4 days a week). This total falls within the half-day unit category. To find the number of half-day units to authorize, multiply 4 days per week X 4.3 weeks. The total is 17.2 days per month. Authorize 18 units of half-day care per month.

7. Full-Day Care:

- a. The maximum number of units to be authorized at the full-day rate is 22. For authorizations requiring more than 22 units of full-day care or 230 monthly hours, see Payments F. - Rate Structure "Special Requirements".
- b. When the total monthly hours for licensed care are 110 or more (up to 220) authorize 22 units of care regardless of the actual number of days needed. The provider can bill up to five absence days a month only if 22 full days are authorized.